



Imlay City Rotary Club

Donation Request Application Instructions

DONATION REQUEST APPLICATION INSTRUCTIONS

Introduction

Instructions for donation requests awarded by the Imlay City Rotary Club are listed below. Please carefully review the following steps and information provided to ensure that your application is complete.

Procedural Steps

1. All projects require an individual Club member to support and sponsor the proposed project;
2. A *Donation Request Application* and a *Project Summary* must be completed by the person making the donation request;
3. Completed applications must be submitted to the Club member sponsor for his/her signature;
4. The Club member sponsor submits the application to the Board for review;
5. The Board reviews, discusses, and votes on whether or not the donation request should go to the Club for further consideration;
6. If the application receives Board support, the person making the donation request must make a formal presentation to the Club; and
7. The Club reviews, discusses, and votes on whether or not to approve the donation request.

Project Summary

Requests for \$1,000 or more (Complete Sections I and II)

Requests for less than \$1,000 (Complete Section III)

I. Program Narrative

- A. **Statement of Purpose:** What is the purpose of your project and what community issue(s) does it address?
- B. **Project Plan:** Specify the activities to be undertaken. Provide a timeline for the implementation and the completion date.
- C. **Collaboration:** Are you collaborating with other agencies on this project? If so, please indicate which one(s) and describe the collaborative efforts.
- D. **Future Plans:** Is this (or will this become) an ongoing project? If yes, please describe how you will support it in the future. Do you plan on requesting future funding from the Imlay City Rotary Club?
- E. **Evaluation:** Describe how you will assess and measure your project's success.

II. Project Budget

- A. Provide a comprehensive project budget.
- B. Two bids are required for items over \$500. If requesting funds for the higher bid, submit the rationale.

III. Abbreviated Summary for Requests under \$1,000

- A. Attach a brief project description. Include information about who, what, when, where and how.
- B. Project budget.
- C. Background of your organization.